



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVAL RESERVE READINESS COMMAND  
REGION EIGHT  
BOX 90, NAVAL AIR STATION  
JACKSONVILLE, FLORIDA 32212-0090

IN REPLY REFER TO:

REDCOMEIGHTINST 1570.8

N11

9 May 2000

### REDCOM EIGHT INSTRUCTION 1570.8

Subj: MONITORING COMPLETION OF ADMINISTRATIVE REQUIREMENTS FOR  
UNSATISFACTORY INACTIVE DUTY TRAINING PERIODS AND  
UNEXCUSED ABSENCES

Ref: (a) COMNAVSURFRESFORINST 5400.2B  
(b) BUPERSINST 1001.39C  
(c) COMNAVRESFORINST 1001.5C  
(d) COMNAVRESFORINST 3060.7  
(e) COMNAVRESFORINST 1780.1A  
(f) COMNAVRESFORINST 1100.4A  
(g) BUPERSINST 1430.16D  
(h) BUPERSINST 1610.10

Encl: (1) Sample Unsat Driller Report reply

1. Purpose. To provide guidance on the management and monitoring of unsatisfactory Inactive Duty Training (IDT) participants.

2. Background.

a. Per reference (a), REDCOM Eight is required to ensure unsatisfactory participants are placed on probation, transferred to the Individual Ready Reserve (IRR), or processed for administrative separation. Additionally, REDCOM Eight will ensure Manpower Availability Status (MAS) Codes are updated and incentive bonus re-coupment and Montgomery G.I. Bill eligibility termination actions are taken.

b. This instruction supercedes all memorandums directing action on unsatisfactory participants.

3. Action. REDCOM Eight (N11A) will forward a listing of Selected Reserve (SELRES) personnel with at least nine unsatisfactory IDT periods (RTSS unsatisfactory driller report) and SELRES with no drills in the last four months (RTSS SELRES

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with no drills report in the last 4 months), as reflected in the Reserve Training Support System (RTSS), to each Naval Reserve Activity (NRA) monthly. NRA Commanding Officers will:

a. Take administrative actions required by reference (b) when a Reservist acquires nine or more unsatisfactory IDT periods or unexcused absences within a 12 month period.

b. Follow procedures in reference (c) and submit a Navy Standard Integrated Personnel System (NSIPS) entry to remove erroneous unexcused absences.

c. Change the MAS Code of Reservists placed on probation per reference (d).

d. Annotate the Unsat Driller Report within 10 days after receipt as indicated below and return to REDCOM Eight (N11A) (Enclosure (1) is a sample reply):

(1) The date the member will be removed from the report. To compute this, add a year to the date of the first unexcused absence recorded during the past 12 months.

(2) The date the member successfully completes a six-month probation period. To compute this, add six months to the date the last unexcused absence was recorded during the past 12 months.

(3) The date the member was transferred to the IRR, or discharged, due to unsatisfactory participation.

(4) The date erroneous unexcused absences were cancelled in NSIPS.

(5) The date the member re-affiliated if the member was previously transferred to the IRR due to unsatisfactory participation.

e. Annotate the RTSS SELRES with no drills in the last 4 months report within 10 days after receipt and return to REDCOM Eight (N11A) with a brief explanation of the status of each individual listed.

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f. Take appropriate action to terminate G.I. Bill eligibility per reference (e) and recoup incentive bonus per reference (f).

g. Remove member's recommendation for promotion or advancement per references (b), (g) and (h).

4. Point of contact is REDCOM Eight (N11A): DSN: 942-2486, extension 110; commercial (904) 542-2486, toll free (800) 201-4199 or [rc08n11a@navresjax.jaxm.navy.mil](mailto:rc08n11a@navresjax.jaxm.navy.mil).



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Distribution: (REDCOMEIGHTINST 5216.1V)  
List B

REDCOMEIGHTINST 1570.8  
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Situation #1: JOHNSON received a 10th unexcused absence in a 12 month period on 24 October 1997. Member was placed on probation. During the past twelve months unexcused IDT periods were recorded as follows:

5 & 6 May 1997	4 unexcused absences
7 & 8 June 1997	4 unexcused absences
24 October 1997	2 unexcused absences

Situation #2: THOMAS received a 10th unexcused absence in a 12 month period on 2 October 1997. Member was transferred to the IRR on 5 October 1997. Member reaffiliated 25 October 1997. Although member has 9 unexcused IDT periods in the last 12 months reflected in RTSS, those may not be used to determine unsatisfactory participation in a subsequent reaffiliation.

<u>Name</u>	<u>SSN</u>	<u>Date will Drop off report</u>	<u>Date will complete probation</u>	<u>Date was trf to IRR/ discharged</u>	<u>Date erroneous unexcused IDT canceled</u>	<u>Date of reaffiliation after previous trf to IRR due to UNSAT</u>
JOHNSON, M	123-45-6789	98OCT25	98APR05	N/A	N/A	N/A
THOMAS, A	234-56-7890	98OCT03	N/A	97OCT05	N/A	97OCT25

Enclosure (1)